Aga Khan Rural Support Program (AKRSP)

REQUEST FOR PROPOSAL (RFP)

RFP No: AKRSP/0127/2025 Delivery Point:

RFP Date: April 9, 2025 Submission Date: April 21, 2025

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**Subject: Request For Proposal (RFP) For the Procurement of Services for A Two-Month Training Programme in Tile fixing & plumbing Trade**

**INTRODUCTION**

The Aga Khan Rural Support Programme (AKRSP) is a pioneer development organization working in the mountainous regions of Pakistan since 1982. As part of its mandate to promote sustainable rural development, AKRSP implements various livelihood enhancement initiatives across Chitral. One of the core focus areas of AKRSP is to equip the unemployed and underemployed youth with relevant marketable skills through vocational training programs, enabling them to generate income and improve their socio-economic well-being.

The COVID-19 pandemic and ongoing inflation have severely impacted employment opportunities in Chitral, particularly in the Lower Chitral district. Many young men and women who previously worked in urban centers have returned to their villages due to job losses, resulting in financial hardship and social stress. Given the current economic situation, there is an urgent need to invest in youth-centric interventions that can lead to alternative employment opportunities and long-term resilience.

In response, AKRSP intends to support 15 unemployed young men in the Lower Chitral district by offering a fast-track two-month crash course in Tile-Fixing and Plumbing Trade, delivered by a certified and accredited vocational training institute.

Through this RFP, AKRSP invites proposals from accredited and experienced vocational training institutions (both public and private) for the design and delivery of the Tile-Fixing and Plumbing Training Course.

**Objectives of the Assignment**

The overarching objective of this initiative is to provide demand-driven vocational training that enables vulnerable youth to gain employable skills. Specific objectives include:

* Minimize the socio-economic impact of COVID-19 and inflation on youth through the provision of entrepreneurial and marketable skills.
* Build the capacity of unemployed young men in Chitral Lower by providing them with practical and technical training in tile-fixing and plumbing.
* Foster self-employment and income generation for rural youth through hands-on training.
* Establish sustainable partnerships between AKRSP and local accredited training institutes.
* Contribute to the socio-economic development of the region through youth empowerment and skill enhancement.

**Scope of Work**

The selected service provider will be responsible for the following:

**Training Design & Curriculum Delivery**

* Develop and deliver a two-month crash course in **Tile-Fixing & Plumbing**, with a **minimum of 70% of the training time allocated to practical sessions.**
* Ensure that the training curriculum aligns with market needs and meets national TVET standards.
* Provide learning materials, raw materials, and relevant supplies required for hands-on sessions.

**Participant Support**

* Provide **daily meals and accommodation** for **outstation trainees** for the full training duration.
* Provide **transportation support** for **local trainees** to ensure regular attendance.

**Monitoring, Evaluation, and Reporting**

* Maintain daily attendance and activity logs.
* Allow regular on-site monitoring visits from AKRSP staff.
* Submit a **comprehensive training completion report** detailing methodology, participant performance, challenges, and recommendations.

**Duration and Location**

* **Training Duration:** 2 months.
* **Location:** Training must be conducted **within Chitral Lower District** at the training institute’s premises or an accessible vocational training center with adequate facilities.

**Training Partner Eligibility Criteria**

Only proposals from training institutes that meet the following requirements will be considered:

* Must be **registered/accredited** with NAVTTC/TEVTA/recognized provincial or federal authority.
* Demonstrated experience (minimum 3 years) in delivering technical vocational training programs.
* Proven capacity to deliver similar trainings in remote/rural areas.
* Equipped with necessary infrastructure, tools, and trained faculty to carry out tile-fixing and plumbing training.
* Willingness to collaborate closely with AKRSP for M&E, reporting, and compliance.

**Deliverables**

The selected institute will be expected to deliver the following:

1. Training Plan and Curriculum (to be approved by AKRSP).
2. Daily attendance sheets and training logbooks.
3. Photos/videos documenting training progress.
4. Pre and Post training assessments of trainees.
5. Final training report.
6. Feedback collection from trainees.

**Evaluation Criteria**

Proposals will be evaluated based on the following weights:

|  |  |
| --- | --- |
| Criteria | Weight |
| Technical Proposal | 70% |
| Financial Proposal | 30% |

**Technical Evaluation Criteria (70 Marks)**

|  |  |  |
| --- | --- | --- |
| Component | Details | Marks |
| Experience of Institute | Years of experience, past relevant trainings, clientele | 20 |
| Accreditation Status | Registered with NAVTTC/TEVTA or relevant body | 15 |
| Training Methodology | Training approach, emphasis on practical vs theoretical, innovation | 15 |
| Trainer Qualification | Profiles of trainers, certification, practical experience | 10 |
| Institutional Capacity | Infrastructure, tools, and workshop environment | 10 |

**Financial Evaluation Criteria (30 Marks)**

* The lowest bidder will be awarded full marks.
* Other bidders will be scored proportionally.

**Proposal must include detailed budget breakdown including:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost Component | Unit (Per Participant) | No. of Participants | Unit Cost (PKR) | Total Cost (PKR) |
| Training Fee | Per Participant | 15 |  |  |
| Raw Materials | Per Participant | 15 |  |  |
| Food & Accommodation | Per Participant | 15 |  |  |
| Transportation | Per Participant | 15 |  |  |
| Total Cost |  |  |  |  |

**TERMS & CONDITIONS**

* The quotation must remain valid for at least 60 days from the submission deadline.
* All applicable taxes will be deducted as per the Government of Pakistan’s taxation policies.
* Payment will be made upon successful completion of training and submission of the final report.
* All payments will be made through cross cheque or bank transfer in the name of the training institute, subject to tax deductions.
* The evaluation will be based on technical soundness (70%) and financial feasibility (30%).
* The training provider is responsible for all expenses related to logistics, training materials, and trainees’ accommodation & food etc.
* Any form of fraud, misrepresentation, or failure to deliver the required services will result in cancellation of the contract.
* AKRSP reserves the right to reject any or all proposals without assigning any reason.
* Selected institute must sign a formal agreement with AKRSP before the start of the assignment.
* The institute shall be responsible for the safety and discipline of the trainees during training hours.
* Any delays or deviation from agreed terms must be communicated and approved by AKRSP in writing.
* Institutes must ensure a safe and inclusive environment for all trainees.

**Eligibility Declaration**.

We, the undersigned, certify to the best of our knowledge and belief that:

We have read the guidelines for this assignment.

We confirm that the qualification details and training references submitted as part of this RFP accurately reflect technical competence & relevant experience.

Neither the institute/agency nor any of its officials/trainers/resource persons/professional partners has ever been convicted of an integrity-related offense or crime related to corruption, fraud, collusion or coercion or not maintaining the applicable ethics and standards for training and capacity development by national/international body / organization.

We understand that any misrepresentations/false information that knowingly or recklessly mislead. Or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the empanelment/contract/assignment thus awarded, at any stage.

Date…

Place :…………

(Authorized representative of Training

Institution/Firm/Agency with Stamp)